

# ***CITY COUNCIL***

## ***Finance, Audit & Budget Committee***

**Tuesday, February 19, 2012**

**5:00 pm**

**City Council Office**

The Budget and Finance Committee's responsibilities include Annual Budget Review, Capital Improvement Programs, Financial Reports, Taxes (Rates, exonerations and exemption appeals), Fee Assessments, Review of Budget & Financial Reports, oversight of the City's external auditing, internal controls and any other financial or business practices, and reviewing the work of the City Auditor.

**Committee Members:** Donna Reed (Chair), Randy Corcoran (Vice-Chair) and Dennis Sterner

*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

*All electronic recording devices must be at the entry door in all meeting rooms and offices, as per Bill No. 27-2012*

### **I. Review CSC and IT Monthly Report**

### **II. Legislative Review**

- None

### **III. Continue January Discussion**

- Library Tax Referendum Question
- Library Tax Funding
- Create Defined Contribution Plan for new hires

### **IV. February Discussion**

- Land Value Tax – Presentation from Josh Vincent scheduled for Feb Work Session
- Quarterly Review of External Auditor Findings – Report from Audit Committee
- Update Delinquent Fee Collection

**V. Review Finance Reports**

- Income Statement YTD
- Income Statement Projection
- Review Expenditures/Revenues
- Cash Flow Projection
- Review Bank Statement Activity
- Review Transfers
- Contingency Account/Fund re beginning balance and YTD balance

**VI. Update from City Auditor re Internal Audits**

- Compliance-transfers
- Audit re Disposition of Fine Arts Money and ability of Penn Corridor to disperse these funds
- Update on the status of all capital projects currently underway
- Select audits for 2013

**VII. Update - Collection Report for Delinquent Taxes and Misc Fines & Fees (RE01)**

**VIII. CD Report –**

- a. Spent vs. Unspent CDBG Funds & Un-programmed CDBG Funds
- b. UDAG Fund
  - 2009 Balance Sheet/Income Statement

**IX. Legal Fee Expense – C. Younger**

**X. Retiree Health Care Review – M. Bembenick**

**XI. Reading Beautification Update – L. Kelleher**

## **FOLLOW UP ISSUES**

### **2013 Finance Committee Topics**

#### **January**

1. Library Tax Referendum
2. Library Tax Funding
3. Review and Amend Lease Agreements for City owned properties used by outside organizations
4. Create Defined Contribution Plan for new hires

#### **February**

1. Land Value Tax – Presentation from Josh Vincent scheduled for Feb Work Session
2. Quarterly Review of External Auditor Findings – Report from Audit Committee
3. Update Delinquent Fee Collection

#### **March**

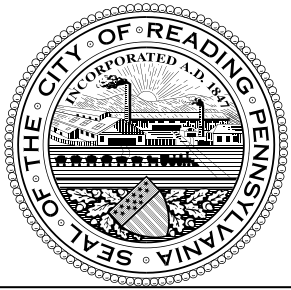
1. Land Value Tax Discussion
2. Quarterly review of 2013 Budget
3. Cost of EMS Services and EMS Transportation
4. Explore outsourcing EMS to other municipalities

#### **April**

1. Asset Inventory
2. CIP Committee process

#### **May**

1. Street Light or Street Assessment
2. Review and assess use of City, and Authority funds to provide best benefit
3. Procurement Policy Update



# *CITY COUNCIL*

## *Finance Committee*

### **Meeting Report Wednesday, January 23, 2013**

**Committee Members Attending:** D. Reed, Chair, R. Corcoran, Vice Chair, D. Sterner

**Others Attending:** D. Cituk, C. Younger, C. Zale, L. Kelleher, M. Kantner, M. Bembenick, B. Rivera

Ms. Reed called the Finance Committee meeting to order at approximately 5:00 pm.

#### **I. REVIEW CSC AND IT MONTHLY REPORT**

- IT Report

Mr. Bembenick stated that this report should be deferred to next month due to the absence of Mr. Tangredi and Ms. Reed agreed to move on to the CSC Report.

- CSC Report

Ms. Kantner stated that she is working with all departments and, for the most part, everyone is trained. She explained that there has been a high volume of codes-related calls but that with the Amnesty Program that is to be expected at this time.

Mr. Sterner inquired if payments are handled by CSC.

Ms. Kantner responded that they are handled through the Treasury area of the CSC which is right next door though she has had CSC assist when Treasury is backed up.

Mr. Bembenick stated that \$76,354 has already been collected of the \$700,000 figure allotted.

Mr. Sterner asked if they felt that operations were running smoothly with the Amnesty Program in effect.

Ms. Kantner responded yes and Mr. Bembenick agreed and explained that they will continue to see an uptick at the end and beginning of the months to come.

Mr. Zale wanted to make clear that the \$700,000 figure used earlier is not actual cash in hand.

Mr. Sterner asked where that money then goes.

Mr. Zale responded that it would go to the general fund and this is not new money but money that was previously budgeted as revenue.

Mr. Eron Lloyd entered the room at this time. 5:10pm.

Ms. Kelleher asked if when the Amnesty Program ends will that the uncollected delinquencies be transferred to the outside collection and Mr. Bembenick responded affirmatively. Ms. Kelleher then went on to give an example of how other municipalities handled collections and stated that all delinquent fees, including water and trash are put together to file one giant lien on the individual, not just the property and because it was done this way, it changed the collection percentage from 30% to 60%.

Mr. Bembenick stated that he is open to any form of collections that will benefit the city.

Mr. Sterner asked if the state was trying to pass a law that would ultimately change lien procedures and asked Council staff to check into that with our local legislators.

Ms. Reed concurred and asked staff and Mr. Younger to follow-up by having it on next month's agenda to report.

Mr. Corcoran asked Mr. Younger that if RAWA has a lien against a property, does RAWA collect before the city does.

Mr. Younger responded that the city would be paid first, and then RAWA.

Ms. Kelleher stated that these cases should be evaluated individually to determine the best manner in which to proceed so that the collection can be made.

## **II. LEGISLATIVE REVIEW**

- Procurement Policies

Mr. Bembenick stated that a working draft has been completed and that he has asked for assistance from our legal department to produce a final draft. He stated that they are working on tightening it up pertaining to thresholds. He continued explaining that under \$500 there are no procurement requirements. From \$500 to \$10,000 they would require three price quotes to be submitted and for \$10,000 or greater, an issued RFP by the city would be required. He also explained that they implemented added features in terms of protections to the city by having the signature of the City Solicitor a requirement on the RFP. The only exclusion would be if it is an emergency contract, such as a sewer main break, through the Managing Director.

Mr. Corcoran stated that he is in agreement with most of this but asked what measures are being taken for \$10,000 or greater.

Mr. Bembenick explained that the protection to the city would be that our solicitor's signature is mandated for thresholds above \$10,000.

Mr. Sterner asked if these contracts that are getting approvals are something that council would be made aware of.

Ms Reed agreed that for transparency matters, council should be involved.

Mr. Bembenick stated that he would ultimately like this process to be something on our website.

Ms. Reed gave an example where perhaps unforeseen costs arise and though the threshold was agreed upon for \$10,000, it turns out to be more. What protections do we have in place?

Mr. Younger stated that in cases like that he believes the city still maintains control of the transfer.

Mr. Cituk explained that the possibility of being sued still exists.

Ms. Reed asked if it is a good idea to continue to use contingency funds if that possibility exists.

Mr. Corcoran stated that he believes that all services should have required RFPs from the very beginning.

Mr. Younger explained that this is the reason we are putting new guidelines into effect.

Ms. Reed asked if those guidelines are going to be presented to council as ordinances and how soon.

Mr. Younger responded that it will be presented to council and is currently being worked on to be prepared for the meeting in February.

Mr. Bembenick explained that all cities contracts are widely varied and because of that, more protections are being added for us as a city.

Ms. Reed asked if council would like to lower the ceiling to \$10,000.

Mr. Sterner responded that he would like to see how this plan works out first.

Ms. Reed agreed that we should wait and see how the plan works and review results by way of an update given for May.

- Library Tax

Mr. Sterner asked about putting it on a non-binding referendum on an upcoming ballot.

Ms. Reed asked how much the Shade Tree surcharge to the general fund was.

Mr. Bembenick stated it was \$250,000 a year. He stated that we should be cautious before we say to designate a set amount for the library; we must first have a better handle on our revenues.

Mr. Sterner stated that in his opinion, he still feels strongly about presenting this in a referendum for people to vote on.

Mr. Bembenick stated that he would support a non-binding referendum.

Mr. Corcoran stated that his concern is committing to a set amount.

Mr. Sterner stated that it can be worded in such a way so as to not include a definitive number.

Mr. Cituk stated that he would rather see us legislatively partner for funds.

Ms. Reed commented that she feels the Library Board hasn't been aggressive enough in terms of raising funds.

Ms. Kelleher suggested that instead of a referendum, we could use a survey on a much smaller scale just to get a feel for how people will respond.

Ms. Reed did not agree stating that she does not feel trustworthy of the results obtained through social networking sites.

Mr. Zale asked if we didn't already do a CORE survey a couple of years back. Ms. Kelleher responded affirmatively. Mr. Zale stated that the survey should give us those answers.

Mr. Sterner asked about the liability for volunteer clean-up crews.

Mr. Bembenick stated that the city maintains general liability insurances but wouldn't have a definitive answer on a case by case issue.

Mr. Younger stated that volunteers assume a certain amount of risk. He also stated that Risk and Safety has a book for insurance purposes. He believes that the city should be aware of any and all volunteers doing work for the city and agreements should be signed.

Mr. Sterner replied that if agreements are to be signed, then the Hillside Playground volunteers should have an agreement since this is a sizable project.

Mr. Bembenick stated that, in his opinion, General City Policy should be implemented.

- Review and Amend Lease Agreements for City owned properties

Mr. Bembenick asked if this could be deferred to next month's meeting as it is still being worked on.

Ms. Reed agreed.

- Create Defined Contribution Plan for New Hires

Mr. Bembenick stated that this plan is only in the beginning stages as it is currently being looked at from a cost stand point.

Mr. Sterner asked if the city could include Fire and Police in this plan.

Mr. Cituk responded that there are state-related issues with Fire and Police that prevent them from being included.

Ms. Kelleher stated that the state is not concerned with correcting local municipal pensions as they are too consumed in dealing with their own state pensions.

#### **IV. FINANCE REPORTS**

- Review Expenditures/Revenues – Overtime Police, Fire

Mr. Zale distributed handouts and explained that they added a couple of new reports to General Fund. Public Safety is a big item causing concern and has asked both chiefs for explanation of expenditures so as to have more accountability. He stated that MMO calculations resulted in a savings along with refinancing. Those savings were used by Police and Fire and all of the contingency was spent; we over-spent the budget. He stated that he has tried to send the message to the chiefs not to over-spend.

Mr. Zale explained that overall our revenues fall short for 2012. Earned Income Tax was a positive and as he already stated, MMO was a positive as well. Based on the numbers, there is a \$7.4 million deficit. He suggested that specific department heads be held accountable for each revenue line item so that that person would have to answer to that revenue number.

Mr. Zale continued by saying that on a cash perspective, it is a positive of \$100,000. He stated that we cannot begin to pay our debt because we always manage to over spend. We have our own “fiscal cliff” coming in 2015 with a \$9 million hole.

Mr. Bembenick stated that he feels this year is about changing mindsets. We do not have an extensive contingency fund to work with this year and this continues to be a work in progress.

Ms. Reed asked about talks of dissolving the RAWA and can it be done.

Mr. Bembenick stated that if this is something we want to do, we should do it soon.

Ms. Kelleher agreed stating that the timeline needs to be carefully looked at as disbanding an authority takes time.

Ms. Reed asked if this is an issue we can continue in our next Finance and Committee of the Whole meetings.

Mr. Bembenick responded that this can absolutely be followed through by giving updates in both upcoming committees.



Mr. Cituk believes that this is an issue that requires a change in legislation and we should meet with our local representatives to discuss amending legislation that says that we cannot make money off of something that we own.

Ms. Kelleher suggested that perhaps instead of disbanding the RAWA, we may want to reform it.

Mr. Corcoran stated that we really need to look at all options available before disbanding take place; that should be our last resort.

- Review Transfers

Mr. Zale stated that on a purely cash basis, our transfers are in good shape going into 2013; that is with the exception of funds. He stated that he will update the transfer chart for review in the February meeting.

## **V. UPDATE – INTERNAL AUDITS**

- Compliance – transfers

Mr. Cituk stated that regarding appropriations above \$25,000, a report will be provided for the February meeting.

Ms. Reed suggested that a meeting be set up with Lee Olsen, John Weidenhammer and Rick McDougale regarding the Redevelopment Authority. She stated that she will bring in the financials prior to the meeting being set up.

- Update on Capital Projects

Mr. Cituk stated that, other than the sewer plant project, there is not another major capital project at this time.

- Select Audits for 2013

Mr. Cituk stated that they have been reviewing applications for the hiring of a new Audit Coordinator so he will have more to report in the next meeting.

## **VI. NEW COLLECTIONS – AMNESTY PROGRAM UPDATES**

Mr. Bembenick stated that he is not prepared to talk about progress just yet; however, he will provide an updated report for the next meeting.

## **VII. CD REPORT**

Mr. Bembenick stated that because Mr. Agudo is not present, he would like to defer this to February's meeting as he is not prepared to report on this matter.

Ms. Reed asked that we make certain Mr. Agudo be present at the next committee meeting to be able to provide a CD update. She asked if there were any additional questions or comments; none were posed.

Ms. Reed adjourned the meeting at 6:45pm

*Respectfully submitted by Bea Rivera, Legislative Aide*

**FOLLOW UP ITEMS:**

**February**

4. Land Value Tax – Presentation from Josh Vincent scheduled for Feb Work Session
5. Quarterly Review of External Auditor Findings – Report from Audit Committee
6. Update Delinquent Fee Collection
7. CD Report – Spent vs. Unspent CDBG Funds
8. Legal Report on Protection Agreements for volunteers and others
9. Report on Act 90 - Liens
10. New Collections – Amnesty Program Updates
11. Update on possible disbandment of the RAWA

**March**

5. Land Value Tax Discussion
6. Quarterly review of 2013 Budget
7. Cost of EMS Services and EMS Transportation
8. Explore outsourcing EMS to other municipalities

**April**

3. Asset Inventory
4. CIP Committee process

**May**

4. Street Light or Street Assessment
5. Review and assess use of City, and Authority funds to provide best benefit
6. Report showing results of Threshold Plan with implementation of new guidelines



C I T Y   O F   R E A D I N G ,   P E N N S Y L V A N I A

M E M O R A N D U M

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**TO:** City Council, David Cituk  
**FROM:** Christian F. Zale, City Controller  
**DATE:** January 30, 2013  
**SUBJECT:** Schedule of Transfers -January 2013

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**The following transfers occurred in January 2013 as specified in the 2013 council approved budget:**

To General Fund (01):

**Indirect Cost:** CD (32) \$23,541.42; Sewer (54) \$88,870.17; Recycling (56) \$21,241.33; Trash (56) \$4,083.67; Water (50) \$20,833.33

**Transfers:** Sewer (54) \$250,000.00; Water (50) **\$368,333.33 for December** and \$414,166.67 for January

Water RAWA Act 47: \$125,000.00

**Meter Surcharges:** Water (50) \$141,666.67

To Water Fund (50):

Meter Reading Cost: Sewer (54) \$15,000.00

RAWA Lease Agreement: From RAWA \$724,789.00

To Self Insurance (52):

Sewer (54) \$47,630.67; Water (50) \$8,200.67; General (01) \$219,665.33; Recycle \$7,008.67

**Corrections:**

None

**Additional Transfers:**

General (01) to Liquid Fuels (35) \$400,000.00; General (01) to Recycle (56) \$1,000,000.00

**Other Transfers:**

None

These transfers are reflected in January trial balance. Also, the related cash has been transferred among the various funds; thus, no impact in the DT/DF accounts. This activity has been confirmed by the City Auditor.

**City of Reading, PA**  
**General Fund Income Statement**  
**January 31, 2013**  
**(as of February 11, 2013)**

	2013 Budget	2013 Year to Date	% of Budget
<b><i>Revenues</i></b>			
Real Estate Taxes	20,606,517.00	398,990.29	2%
Earned Income Tax	16,271,686.00	573,470.14	4%
Act 511 Taxes	3,715,000.00	180,865.21	5%
Licenses, Permits & Fines	7,333,640.00	753,743.04	10%
Intergovernmental	8,755,377.00	419,393.67	5%
Charges for Services	6,240,506.00	330,255.68	5%
Interest and Rent	1,113,000.00	89,130.07	8%
Other	4,926,584.00	443,104.58	9%
	<hr/>		
<b><i>TOTAL REVENUES</i></b>	<b>\$ 68,962,310.00</b>	<b>\$ 3,188,952.68</b>	<b>5%</b>
<hr/>			
<b><i>Expenditures</i></b>			
Mayor	333,385.00	23,580.00	7%
City Council	312,564.00	21,443.00	7%
City Auditor	159,564.00	5,285.00	3%
Managing Director	415,050.00	24,789.00	6%
Finance	3,831,763.00	201,416.00	5%
Public Works	5,910,724.00	244,517.00	4%
Police	27,454,106.00	1,700,752.00	6%
Fire	14,579,782.00	1,046,667.00	7%
Community Development	3,824,574.00	210,120.00	5%
Human Resources	436,008.00	29,706.00	7%
Law	748,842.00	38,294.00	5%
Library	780,538.00	52,763.00	7%
Non-Departmental	2,459,088.00	141,011.00	6%
Board of Ethics	9,500.00	-	0%
Charter Board	47,500.00	-	0%
Human Relations Commission	219,259.00	7,375.00	3%

Debt Service-Principal	5,573,370.00	-	0%
Debt Service-Interest	7,200,709.00	168,370.00	2%
TOTAL EXPENDITURES	\$ 74,296,326.00	\$ 3,916,088.00	5%

Excess (Deficiency) of	\$	\$	
Funding Sources of Uses	(5,334,016.00)	(727,135.32)	

#### OTHER FINANCING SOURCES (USES)

Bond Proceeds	\$ -	\$ -	#DIV/0!
Bond Discounts	-	-	#DIV/0!
Payment to Escrow Agent,Bond Refunding	-	-	#DIV/0!
Transfers In	7,970,000.00	664,167.00	8%
Transfers Out	(2,635,984.00)	(219,665.00)	8%
TOTAL OTHER FINANCING SOURCES	\$ 5,334,016.00	444,502.00	

#### Excess of Revenues and other Financing Sources Over (Under) Expenditures and

Other Financing Uses	\$ -	(282,633.32)	
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**City of Reading, PA**  
**General Fund Income Statement**  
**January 31, 2013**

	2013 Budget <b>A</b>	2013 Year to Date <b>B</b>	% of Budget	2013 Remaining Budget <b>C</b>	% of Budget	2013 Remaining Projection <b>D</b>	% of Budget	2013 Projected <b>E</b>
<b>Revenues</b>								
Real Estate Taxes	20,606,517.00	398,990.00	2%	20,207,527.00	98%	20,163,527.00	98%	20,562,517.00
Earned Income Tax	16,271,686.00	573,470.00	4%	15,698,216.00	96%	15,698,216.00	96%	16,271,686.00
Act 511 Taxes	3,715,000.00	180,865.00	5%	3,534,135.00	95%	3,534,135.00	95%	3,715,000.00
Licenses, Permits & Fines	7,333,640.00	753,743.00	10%	6,579,897.00	90%	6,579,897.00	90%	7,333,640.00
Intergovernmental	8,755,377.00	419,394.00	5%	8,335,983.00	95%	8,335,983.00	95%	8,755,377.00
Charges for Services	6,240,506.00	330,256.00	5%	5,910,250.00	95%	5,910,250.00	95%	6,240,506.00
Interest and Rent	1,113,000.00	89,130.00	8%	1,023,870.00	92%	1,023,870.00	92%	1,113,000.00
Other	4,926,584.00	443,105.00	9%	4,483,479.00	91%	4,483,479.00	91%	4,926,584.00
	-							
<b>TOTAL REVENUES</b>	<b>\$ 68,962,310.00</b>	<b>\$ 3,188,953.00</b>	<b>5%</b>	<b>\$ 65,773,357.00</b>	<b>95%</b>	<b>\$ 65,729,357.00</b>	<b>95%</b>	<b>\$ 68,918,310.00</b>
<b>Expenditures</b>								
Mayor	333,385.00	23,580.00	7%	309,805.00	93%	309,805.00	93%	333,385.00
City Council	312,564.00	21,443.00	7%	291,121.00	93%	291,121.00	93%	312,564.00
City Auditor	159,564.00	5,285.00	3%	154,279.00	97%	154,279.00	97%	159,564.00
Managing Director	415,050.00	24,789.00	6%	390,261.00	94%	390,261.00	94%	415,050.00
Finance	3,831,763.00	201,416.00	5%	3,630,347.00	95%	3,630,347.00	95%	3,831,763.00
Public Works	5,910,724.00	244,517.00	4%	5,666,207.00	96%	5,666,207.00	96%	5,910,724.00
Police	27,454,106.00	1,700,752.00	6%	25,753,354.00	94%	25,753,354.00	94%	27,454,106.00
Fire			7%		93%	13,602,115.00	93%	

	14,579,782.00	1,046,667.00		13,533,115.00				14,648,782.00
Community Development	3,824,574.00	210,120.00	5%	3,614,454.00	95%	3,614,454.00	95%	3,824,574.00
Human Resources	436,008.00	29,706.00	7%	406,302.00	93%	406,302.00	93%	436,008.00
Law	748,842.00	38,294.00	5%	710,548.00	95%	910,548.00	122%	948,842.00
Library	780,538.00	52,763.00	7%	727,775.00	93%	727,775.00	93%	780,538.00
Non-Departmental	2,459,088.00	141,011.00	6%	2,318,077.00	94%	2,318,077.00	94%	2,459,088.00
Board of Ethics	9,500.00	-	0%	9,500.00	100%	9,500.00	100%	9,500.00
Charter Board	47,500.00	-	0%	47,500.00	100%	95,000.00	200%	95,000.00
Human Relations Commission	219,259.00	7,375.00	3%	211,884.00	97%	211,884.00	97%	219,259.00
Debt Service-Principal	5,573,370.00	-	0%	5,573,370.00	100%	5,573,370.00	100%	5,573,370.00
Debt Service - Interest	7,200,709.00	168,370.00	2%	7,032,339.00	98%	7,032,339.00	98%	7,200,709.00
TOTAL EXPENDITURES	\$ 74,296,326.00	\$ 3,916,088.00	5%	\$ 70,380,238.00	95%	\$ 70,696,738.00	95%	\$ 74,612,826.00
Excess (Deficiency) of								
Funding Sources of Uses	\$ (5,334,016.00)	\$ (727,135.00)		\$ (4,606,881.00)		\$ (4,967,381.00)		\$ (5,694,516.00)
OTHER FINANCING SOURCES (USES)								
Bond Proceeds	\$ -	\$ -		-		\$ -		
Bond Discounts	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
Payment to Escrow Agent,Bond Refunding	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	
Transfers In	7,970,000.00	664,167.00	8%	7,305,833.00	92%	7,305,833.00	92%	7,970,000.00
Transfers Out	(2,635,984.00)	(219,665.00)	8%	(2,416,319.00)	92%	(2,416,319.00)	92%	(2,635,984.00)
TOTAL OTHER FINANCING SOURCES	\$ 5,334,016.00	444,502.00		4,889,514.00		4,889,514.00		5,334,016.00
Excess of Revenues and other Financing Sources Over (Under) Expenditures and								

Other Financing Uses	\$	-	(282,633.00)	282,633.00	(77,867.00)	(360,500.00)
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City of Reading, PA

Cash Flow Projection

January 31, 2013 Cash Balance \$ 6,940,092

February 1, 2013 through December 31, 2013 Activity:

Excess of Revenues and other Financing \$ (77,867)

Sources Over (Under) Expenditures and

Other Financing Uses

January 31, 2013 Cash Balance before Adjustments \$ 6,862,225

Adjustments:

Due To / Due From Balances:		Beginning to 12/31/2010	1/1/2011 to 12/31/2011	1/1/2012 to 12/31/2012	1/1/2013 to 12/31/2013
Community Development		\$ -	\$ -	\$ -	\$ -
Sewer		\$ -	\$ -	\$ -	\$ -
Recycle/Trash		\$ -	\$ -	\$ -	\$1,000,000
Self Insurance		\$ -	\$ -	\$ -	\$ -
Liquid Fuels		\$ -	\$ -	\$ -	\$ 400,000
Water		\$ -	\$ -	\$ -	\$ -
Agency		\$ -	\$ -	\$ -	\$ -
Total			\$ 1,400,000		
Other			\$ -		
Net Adjustments			\$ 1,400,000		

Estimated Decembr 31, 2013 Cash Balance	\$ 8,262,225
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Description		Current Year Budget	YTD Actual	Unexpended Balance
01-00-00-3020	Property Tax Prior	(1,000,000.00)	(73,947.74)	(926,052.26)
01-00-00-3010	Property Tax Current	(19,706,517.00)	(280,249.08)	(19,426,267.92)
01-00-00-3021	Penalty & Interest	(200,000.00)	(44,793.97)	(155,206.03)
01-00-00-3009	Discount and Allowance	300,000.00	0.50	299,999.50
<b>Total Real Estate Taxes</b>		<b>(20,606,517.00)</b>	<b>(398,990.29)</b>	<b>(20,207,526.71)</b>
01-00-00-3140	Earned income Tax	(16,271,686.00)	-	(16,271,686.00)
01-00-00-3150	Eit Prior Year		(573,470.14)	573,470.14
<b>Total Earned Income Taxes</b>		<b>(16,271,686.00)</b>	<b>(573,470.14)</b>	<b>(15,698,215.86)</b>
01-00-00-3120	Business Privilege Tax	(1,400,000.00)	(32,058.96)	(1,367,941.04)
01-00-00-3130	Real Estate Transfer Tax	(1,900,000.00)	(137,293.31)	(1,762,706.69)
01-00-00-3121	Bus Priv Tax - Prior Year	(150,000.00)	(10,547.10)	(139,452.90)
01-00-00-3191	Occupation Tax - Prior Year	(200,000.00)	61.76	(200,061.76)
01-00-00-3111	Per Capita Tax Prior	(5,000.00)	(1,027.60)	(3,972.40)
01-00-00-3110	Per Capita Tax	(60,000.00)	-	(60,000.00)
<b>Total Act 511 Taxes</b>		<b>(3,715,000.00)</b>	<b>(180,865.21)</b>	<b>(3,534,134.79)</b>
01-00-00-3190	Occupation Tax	(1,000,000.00)	(21,598.75)	(978,401.25)
01-10-36-3281	Appeal Fees	(1,258.00)	(275.00)	(983.00)
01-06-19-3214	Reimb-Collection Expense	(10,000.00)	(1,317.18)	(8,682.82)
01-10-38-3689	Revenue Fee	(10,607.00)	(2,000.00)	(8,607.00)
01-00-00-3260	Street Cuts	(100,000.00)	(21,792.00)	(78,208.00)

01-10-37-3201	Zoning Housing Appeals	(100,000.00)	-	(100,000.00)
01-00-00-3220	Electrical Permits	(100,053.00)	(3,213.50)	(96,839.50)
01-10-38-3207	B & T Plan Review Fee	(101,000.00)	(250.00)	(100,750.00)
01-10-38-3622	Fines	(11,687.00)	(600.00)	(11,087.00)
01-00-00-3282	Tax Administration Licenses	(12,000.00)	(3,700.01)	(8,299.99)
01-10-38-3224	Assessment Fee	(13,984.00)	(676.00)	(13,308.00)
01-00-00-3250	Plumbing Permits	(137,211.00)	(12,770.00)	(124,441.00)
01-00-00-3210	Food Permits	(141,360.00)	(106,747.00)	(34,613.00)
01-07-50-3653	Towing Revenue	(15,000.00)	-	(15,000.00)
01-09-32-3642	Fire Prevention Permits	(185,000.00)	(15,035.00)	(169,965.00)
01-00-00-3270	Zoning Fees	(198,204.00)	(14,550.00)	(183,654.00)
01-00-00-3222	Demolition Permits	(20,000.00)	-	(20,000.00)
01-00-00-3275	Land Development Fees	(20,000.00)	-	(20,000.00)
01-06-19-3631	School District Tax Services	(20,000.00)	-	(20,000.00)
01-10-36-3003	Vacant for Sale Fees	(200.00)	-	(200.00)
01-00-00-3227	Examination Fees	(21,966.00)	(825.00)	(21,141.00)
01-00-00-3223	Remodeling Permits	(241,853.00)	(7,557.00)	(234,296.00)
01-10-37-3202	Civil Complaint Judgments	(26,727.00)	-	(26,727.00)
01-00-00-3310	Traffic Fines Motor Codes	(325,000.00)	(72,575.00)	(252,425.00)
01-00-00-3230	Business Privilege License	(350,000.00)	(79,933.28)	(270,066.72)
01-00-00-3322	Quality of Life	(390,000.00)	(43,267.62)	(346,732.38)
01-00-00-3274	Dumpster Fees	(4,666.00)	(410.00)	(4,256.00)
01-00-00-3228	Commercial Parking Permits	(4,852.00)	-	(4,852.00)
01-00-00-3276	Housing No Show Fee	(45,562.00)	-	(45,562.00)
01-00-00-3161	Curb & Sidewalk Permit	(5,000.00)	(50.00)	(4,950.00)
01-00-00-3333	Fines and Penalties P.S.P.	(50,000.00)	-	(50,000.00)

01-00-00-3278	Housing Prior Year	(508,437.00)	-	(508,437.00)
01-00-00-3334	Fines and Penalties County	(58,000.00)	(4,552.60)	(53,447.40)
01-00-00-3221	New Construction Permits	(596,000.00)	(28,824.25)	(567,175.75)
01-00-00-3251	Heating Permits	(62,405.00)	(3,022.50)	(59,382.50)
01-10-36-3004	Vacant for Rehab Fees	(68,682.00)	(300.00)	(68,382.00)
01-00-00-3283	Franchise Fees	(725,000.00)	(178,948.48)	(546,051.52)
01-00-00-3280	Housing/Rental Permit	(743,576.00)	(40,372.78)	(703,203.22)
01-00-00-3226	Trades Licenses	(80,000.00)	(14,910.00)	(65,090.00)
01-00-00-3285	No Parking Signs Revenue	(800.00)	-	(800.00)
01-10-36-3005	Vacant Code Compliant Fee	(800.00)	-	(800.00)
01-10-36-3006	Vacant Second Residence Fee	(800.00)	-	(800.00)
01-00-00-3330	District Court Summary offense	(825,000.00)	(69,185.09)	(755,814.91)
01-10-38-3281	Appeal Fees	(950.00)	-	(950.00)
01-00-00-3261	Pavements		(240.00)	240.00
01-08-31-3633	Police Application Fee		(1,650.00)	1,650.00
01-10-37-3279	Property Maintenance Fees		(2,595.00)	2,595.00
<b>Total Licenses, Permits, Fines</b>		<b>(7,333,640.00)</b>	<b>(753,743.04)</b>	<b>(6,579,896.96)</b>
01-00-00-3453	RAWA Act 47	(1,500,000.00)	(250,000.00)	(1,250,000.00)
01-00-00-3952	Meter Surcharge	(1,700,000.00)	-	(1,700,000.00)
01-00-00-3550	Police Training Reimbursement	(130,000.00)	(43,912.00)	(86,088.00)
01-00-00-3510	Payment in Lieu of Taxes	(150,000.00)	(11,500.00)	(138,500.00)
01-06-23-3554	Grants and Gifts	(16,087.00)	-	(16,087.00)
01-08-31-3546	Reimb. Community Policing	(175,000.00)	(39,918.01)	(135,081.99)
01-00-00-3560	Pension-State Contributions	(2,800,000.00)	-	(2,800,000.00)
01-00-00-3543	School District School Guard	(255,000.00)	-	(255,000.00)

01-08-31-3554	Grants and Gifts	(33,876.00)	(6,563.66)	(27,312.34)
01-00-00-3448	RPA Ongoing Program Revenue	(35,000.00)	-	(35,000.00)
01-00-00-3525	Act 147 of 1988	(38,000.00)	-	(38,000.00)
01-06-13-3554	Grants and Gifts	(40,000.00)	-	(40,000.00)
01-07-14-3610	Fleet Maint. - Other Juris.	(40,000.00)	-	(40,000.00)
01-09-32-3561	Fireman Relief Assoc-Contrib.	(40,000.00)	-	(40,000.00)
01-18-91-3554	Grants and Gifts	(47,000.00)	-	(47,000.00)
01-00-00-3521	Public Utility Tax Distributio	(49,000.00)	-	(49,000.00)
01-00-00-3520	Malt & Liquor Tax Distribution	(50,000.00)	-	(50,000.00)
01-00-00-3526	Snow & Ice Control	(50,000.00)	-	(50,000.00)
01-09-32-3554	Grants and Gifts	(6,000.00)	-	(6,000.00)
01-00-00-3541	Reading Public Library	(620,000.00)	-	(620,000.00)
01-04-06-3554	Grants and Gifts	(80,000.00)	-	(80,000.00)
01-16-00-3301	Parking Authority Supplement	(810,000.00)	(67,500.00)	(742,500.00)
01-00-00-3447	Act 129 Rebates	(90,414.00)	-	(90,414.00)
<b>Total Intergovernmental</b>		<b>(8,755,377.00)</b>	<b>(419,393.67)</b>	<b>(8,335,983.33)</b>
01-10-36-3268	Housing Inspection	(1,311,643.00)	(72,441.00)	(1,239,202.00)
01-06-10-3288	Bank Charge Revenue	(100.00)	-	(100.00)
01-10-38-3219	ROP Inspection	(14,341.00)	(1,300.00)	(13,041.00)
01-08-29-3710	Checking Account Revenue	(15,000.00)	(2,968.25)	(12,031.75)
01-10-36-3229	Work Order Fees	(17,303.00)	(2,487.07)	(14,815.93)
01-08-31-3650	Police Services/Copy Service	(170,000.00)	(26,852.00)	(143,148.00)
01-00-00-3445	Parking Auth Txt Surcharge	(190,000.00)	(15,834.00)	(174,166.00)
01-07-71-3743	Miscellaneous	(2,000.00)	(770.00)	(1,230.00)
01-09-35-3641	User Fees	(2,836,638.00)	(144,636.74)	(2,692,001.26)

01-10-37-3203	Zoning Inspector No Show	(29,000.00)	-	(29,000.00)
01-09-32-3620	Fire Incident Reports	(3,500.00)	(420.00)	(3,080.00)
01-09-32-3636	Other Department Earnings	(3,500.00)	(54.83)	(3,445.17)
01-00-00-3635	Fire Insurance Certification	(400.00)	(80.00)	(320.00)
01-08-31-3545	Kenhorst Police Contract	(418,581.00)	-	(418,581.00)
01-00-00-3290	Public Health & Safety	(442,500.00)	(22,100.00)	(420,400.00)
01-00-00-3600	Copies of Books, Ordinanc, Etc	(500.00)	-	(500.00)
01-10-36-3288	Misc Revenue	(500.00)	-	(500.00)
01-06-19-3160	Admissions Fee/Tax	(510,000.00)	(17,940.22)	(492,059.78)
01-08-31-3654	Burglary/Robbery Alarm Ordinanc	(60,000.00)	-	(60,000.00)
01-09-35-3671	Membership Fees	(60,000.00)	(3,840.00)	(56,160.00)
01-09-32-3623	False Fire Alarm Fee	(65,000.00)	(175.00)	(64,825.00)
01-09-35-3643	Standby Revenue	(90,000.00)	(10,192.50)	(79,807.50)
01-06-21-3634	Certifications		(25.00)	25.00
01-07-14-3636	Other Department Earnings		(7,281.21)	7,281.21
01-07-24-3636	Other Department Earnings		(47.86)	47.86
01-08-31-3636	Other Department Earnings		(810.00)	810.00
<b>Total Charges for Services</b>		<b>(6,240,506.00)</b>	<b>(330,255.68)</b>	<b>(5,910,250.32)</b>
01-16-00-3300	Rental - Parking Authority	(1,000,000.00)	(83,333.00)	(916,667.00)
01-00-00-3421	Rental on Stadium	(22,000.00)	-	(22,000.00)
01-00-00-3766	CD Bond Interest	(26,000.00)	-	(26,000.00)
01-00-00-3420	Rent Other Property Buildings	(65,000.00)	(5,671.04)	(59,328.96)
01-00-00-3410	Interest on Investments		(126.03)	126.03
<b>Total Interest and Rent</b>		<b>(1,113,000.00)</b>	<b>(89,130.07)</b>	<b>(1,023,869.93)</b>
01-00-00-3752	Indirect Cost Reimburse-			(977,571.83)

Sewer		(1,066,442.00)	(88,870.17)	
01-14-91-3905	Employee Contrib to Med insur	(1,465,845.00)	(108,791.17)	(1,357,053.83)
01-00-00-3284	Other income	(10,000.00)	(100.00)	(9,900.00)
01-09-35-3644	Delinquent Collections	(10,000.00)	(100.00)	(9,900.00)
01-07-52-3977	Direct Reimb Sewer	(150,000.00)	-	(150,000.00)
01-10-38-3756	Direct Cost Reimb Trades	(170,000.00)	(12,932.60)	(157,067.40)
01-00-00-3324	Estate of Samuel Potteiger	(2,200.00)	-	(2,200.00)
01-00-00-3951	Indirect Cost Reim. - Water	(250,000.00)	(77,336.66)	(172,663.34)
01-09-32-3777	Heart and Lung Reimbursement	(250,000.00)	-	(250,000.00)
01-00-00-3751	Indirect Cost Reim.-Recycling	(254,896.00)	(21,241.33)	(233,654.67)
01-08-31-3613	Rdg. Housing Auth.-Reimb.	(265,000.00)	(14,338.62)	(250,661.38)
01-00-00-3753	Indirect Cost Reimburse-CD	(282,497.00)	(23,541.42)	(258,955.58)
01-09-35-3619	EMS Record Report	(3,000.00)	(245.00)	(2,755.00)
01-09-33-3644	Delinquent Collections	(3,500.00)	(973.11)	(2,526.89)
01-00-00-3743	Miscellaneous	(30,000.00)	(3,707.48)	(26,292.52)
01-00-00-3750	Damages Recovered	(30,000.00)	-	(30,000.00)
01-07-14-3977	Direct Reimb Sewer	(35,000.00)	-	(35,000.00)
01-00-00-3762	Pension Reimbursement	(38,000.00)	-	(38,000.00)
01-00-00-3711	Indirect Cost Reimburse- Trash	(49,004.00)	(4,083.67)	(44,920.33)
01-00-00-3721	Sales Property/Equipment/Suppl	(5,000.00)	-	(5,000.00)
01-10-38-3204	Demolition Account Collection	(5,000.00)	-	(5,000.00)
01-08-31-3777	Heart and Lung Reimbursement	(50,000.00)	-	(50,000.00)
01-10-36-3267	CDBG Revenue to Fund Codes	(500,000.00)	-	(500,000.00)
01-11-11-3444	Reimb Drug Testing	(500.00)	-	(500.00)
01-00-00-3730	Refund Prior Years Expense	(700.00)	-	(700.00)
01-00-00-3756	Direct Cost Reimb Code Service		(86,843.35)	86,843.35



<b>Total Other</b>	<b>(4,926,584.00)</b>	<b>(443,104.58)</b>	<b>(4,483,479.42)</b>
01-00-00-3954    Transfer from Sewer Fund	(3,000,000.00)	(250,000.00)	(2,750,000.00)
01-00-00-3950    Transfer - Water Fund	(4,970,000.00)	(414,166.67)	(4,555,833.33)
<b>Total Transfers In</b>	<b>(7,970,000.00)</b>	<b>(664,166.67)</b>	<b>(7,305,833.33)</b>
<b>Total Revenue</b>	<b>(76,932,310.00)</b>	<b>(3,853,119.35)</b>	<b>(73,079,190.65)</b>

City of Reading, PA

2013 Contingency

<b>Budget</b>	<b>980,615</b>
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Added savings:

Open	0
Open	0

Total added savings	0
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<b>Adjusted Contingency</b>	<b>980,615</b>
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Usage:

Open	0
Open	0
Open	0
Open	0
Open	0

<b>Total usage</b>	<b>0</b>
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<b>Remaining</b>	<b>980,615</b>
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